

If you are a chairperson

Locate your session room as soon as possible.

You should arrive in your session room 15 minutes before the beginning of the session.

We remind you that:

- The room must be cleared exactly in accordance with the program schedule
- Discussion time must comply with the allowed timing
- Discussants should clearly state their name, institution and country.
- Participants should not speak without permission from the chairperson
- Time allocated to presentations includes discussion

If you are a speaker

Locate your session room in due time.

Speakers are requested to hand in their slides at the Preview Room. Laptops are not allowed in the session room.

You should be in your session room 10 minutes before the beginning of the session and meet with the chairperson. Please comply strictly with the instructions given by the chairperson, especially with regard to your time allowance.

Disclosure of potential conflicts of interest

Speakers of EUROGIN 2015 are required to disclose their potential conflicts of interest. Consequently, a conflict of interest statement should be included on your first slide. There is no need to read it out in detail.

Presentation requirements and formats

Our computers work with the 2010 Microsoft Office version pack.

We need to receive your presentation in .ppt format.

We suggest to put all videos in the ppt folder

Please consider to convert videos in the lowest quality possible (4:3 projection)

If you have a keynote presentation we can convert it in ppt mode (but please remember that it can occur that the two systems are not completely compatible!)

WARNING

No presentation can be directly downloaded on the computer in the conference room!

Preview room (Slide center)

The speakers' preview is located in room Paris A. It is fully equipped for slide and computer projections. Qualified personnel is available for receiving the slides/files which will be checked before being forwarded to the projectionists at the appropriate time. Speakers will not have access to the projectionists, therefore **they must hand in their slides to the preview room 2 hours before the beginning of their session at the latest.** Slides for early morning sessions must be handed in on the previous day.

Computers are also available for presenters who wish to carry out some last-minute work on their presentations.

Preview room - Opening hours

- Tuesday, Feb. 3: 15:00 – 18:30
- Wednesday, Feb. 4: 7:30 – 18:30
- Thursday, Feb. 5: 7:30 – 18:30
- Friday, Feb. 6: 7:30 – 18:30
- Saturday, Feb. 7: 7:30 – 14:00

Speakers will be able to check their presentations and, if needed, to make slight modifications.

A team is available in the preview room to assist the speakers with these different steps.

The following mass storage devices are accepted:

- USB memory stick
- External hard drive

Conflict(s) of interest statement

Every speaker needs to declare his/her potential conflicts of interest. Speakers who have not yet submitted their potential conflicts of interest on the dedicated form which was sent to them prior to the conference must complete and sign this form in the Preview room before handing in their files.

In the conference room

The equipment in the conference room is the same as in the preview room.

The files downloaded in the preview room are automatically backed up and transferred without any modification to the conference room.

A technician is available before and during the presentation in the conference room, to assist the speaker if required.

In the conference room, the following equipment is available:

- 1 videoprojector
- 1 laptop on the lectern with a PP remote control
- You can move slides during your presentation on your own using the arrow keys of the keyboard or by remote control for PP
- Technical staff is responsible to open your presentation and to switch it on full screen. Then the speaker can start to move slides.
- All speakers whose presentations do not comply with these guidelines are kindly requested to contact the Preview Room as soon as possible.

Privacy of presentations

At the end of the congress, we systematically remove and delete all presentations and associated files.

We do not keep or transfer files to third parties unless requested and authorized by the author or a member of the organizing committee.

Posters

The **Poster area** is located between the exhibition area and the cafeteria.

Poster panels are sized 0.98 m (width) x 2 m (height). All panels are numbered according to the program topics.

Only one panel side will be allocated to each presenter.

To fit conveniently on the panels and guarantee correct exposure for the reader, we recommend that posters comply with the following dimensional limits:

Width = 0.90 m (maximum 0.95 m)

Height = 1.20 m (maximum 1.50 m)

Authors are requested to ensure installation and dismantling of their posters on the designated panels, in accordance with the following schedule:

Installation: Tuesday, February 3, 2015, from 16:00 to 18:30

Dismantling: Saturday, February 7, 2015, from 12:00 - 16:00

Fixing devices are made available in the poster area.

The Organizing Committee declines liability for any loss or damage incurred to posters left on their panels beyond the indicated time. Authors are advised to stay close to their poster during the breaks.

Disclosure of potential conflicts of interest:

Poster presenters are required to disclose their potential conflicts of interest. Consequently, a conflict of interest statement should be included on each poster.